



Procedure: Attendance Roster

Tulane University will employ the following procedure regarding completion of the Attendance Roster.

1. The Camp Director is required to complete an Attendance Roster for each camp separately.
2. At the top of the form list the name of the camp/clinic and the date(s) of the camp/clinic.
3. The Camp Director must list the name of each camper that is attending the camp/clinic.
4. The Camp Director will sign the form, list his or her sport and submit to the Compliance Office.
5. The Compliance Office will review the form. If approved, the Compliance Office will sign and date the form and forward to the Business Office. If the Attendance Roster is not approved the Compliance Office will discuss the form with the Camp Director.
6. The Compliance Office will review the form. The Camp Director will be notified of any discrepancies.

A copy of the Attendance Roster will be kept on file in the Compliance Office.



Attendance Roster

Name of Camp/Clinic: _____

Dates of Camp/Clinic: _____

Camper Name	Grade	Entry Fee Paid	Method of Payment
<i>Ex. Rip Tide</i>	<i>7th</i>	<i>\$75.00</i>	<i>Check</i>
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25.			

Camp Director Signature

Date

Compliance Office Signature

Date